

**BY ORDER OF THE COMMANDER
914TH AIRLIFT WING**

914th AIRLIFT WING INSTRUCTION 36-403

4 APRIL 2012



Personnel

POST-DEPLOYMENT ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 914 FSS/CC

Certified by: 914 MSG/CC
(Col Timothy McCoy)

Pages: 8

This instruction implements guidance for 914th Airlift Wing (AW) Post Deployment Actions in accordance with the following, Air Force Instruction (AFI)10-403, *Deployment Planning and Execution*, Air Force Handbook (AFH)10-416, *Personnel Readiness and Mobilization*, Air Mobility Command Instructions (AMCI)10-403, *Air Mobility Command Force Development* and Air Force Instruction 10-402 V 1, *Mobilization Planning and Personnel Readiness*, U.S. Code Title 5, Part III, Subpart D, Chapter 55, Subchapter IV § 5534a, Dual employment and pay during terminal leave from uniformed services and AFI 36-3003, *Military Leave*. The 914 AW continues to experience high Operation Temp (OPTEMPO) and while it is important to remember that the wing's support of on-going missions is our first priority, it is also important to maintain the health and well being of our members by providing leave and downtime as appropriate. This operation applies to all Airmen assigned to the 914 AW returning from an active duty deployment. It ensures that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssa61a/afirms/afirms/>. Refer any recommended changes and questions about this operation to the Office of Primary Responsibility (OPR), 914 FSS/CC using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847's from the field through the appropriate functional chain of command.

1. Roles and Responsibilities.

1.1. Squadron Commander Responsibilities

1.1.1. Squadron Commanders must ensure all redeploying Airmen complete a Processing Off Orders Checklist through the Force Support Squadron, Individual Personnel Readiness (IPR) on the next duty day upon return from a deployment or as scheduled by IPR. (See [Attachment 2](#))

1.1.2. Squadron Commanders authorize the release of the member to downtime, “special pass,” and/or leave status. When possible, Airmen should be afforded the opportunity to take downtime to help maintain their quality of life.

1.1.3. Squadron Commanders will ensure all members granted a “special pass” during downtime are authorized per AFI 36-3003. All special passes will be coordinated with the unit orderly room/ Command Support Staff (CSS) and Individual Personnel Readiness (IPR). A letter will be presented to the member informing them they have earned a pass (see [attachment 3](#)). The letter must be returned to the orderly room/CSS with the dates requested annotated and commander’s signature approving the requested dates. Orderly room/CSS will control the special pass.

1.1.4. Squadron Commanders will ensure downtime is taken within the area established by the Wing Commander. Members who conduct downtime outside the prescribed distance must take chargeable leave or be on a “special pass”. Any member who waives their downtime must provide IPR documentation of intent.

1.1.5. Squadron Commanders will ensure the Force Support Squadron IPR is given a tentative in-processing date and time for all returning members.

1.1.6. Squadron Commanders will ensure members are aware of the requirement to periodically check-in with their unit when released to downtime.

1.2. Individual Responsibilities

1.2.1. Members will in-process with the Force Support Squadron and IPR on the next duty-day upon return from deployment as scheduled by IPR unless otherwise notified. Members will complete post-deployment medical processing, return equipment and supplies, and file a travel voucher during in-processing. These post deployment actions must be completed prior to taking downtime, leave, Post Deployment/Mobilization Respite Absence (PDMRA) or demobilization.

1.2.1.1. Airmen returning from a deployed environment will maintain Fit to Fight currency per the guidance outlined in AFI 36-2905. The clock begins the 1st day of in-processing, but they can voluntarily test during downtime.

1.2.1.2. Members must complete their online DD Form 214 application prior to being released for downtime. Once their final DD Form 214 is completed, members need to ensure the end date of their deployment orders is correctly annotated.

1.2.2. Members will not be released to downtime until additional unit requirements as directed by the Squadron Commander are completed.

1.2.3. Members will maintain periodic or as directed communication with their unit through the downtime period as directed in **para 1.1.6**. In addition, members will notify the unit of any departures from the local area to ensure they are in the proper leave status.

1.2.4. Members wishing to return to civilian employment during special pass, accrued leave, downtime or any status prior to release from their orders must complete and receive all endorsements on an AF 3902.

1.2.5. Federal employees that fall under title 5 of the U.S. Code may return to work on civilian status once they start terminal leave.

1.2.6. If a member decides not to use all of their downtime AFTER in-processing, member MUST coordinate with IPR. IPR will coordinate with the members Unit Orderly Room/CSS, Unit Orders Clerk and Military Pay. IPR requires member to send an email stating how many days they will not be using.

1.3. Force Support Squadron, Individual Personnel Readiness Responsibilities.

1.3.1. Provide all necessary briefings to support the personnel redeployment process.

1.3.2. Ensure members complete Processing Off Orders Checklist and maintain completed checklists.

1.3.3. Ensure compliance with this instruction.

2. Definitions.

2.1. In-processing – Upon return from a deployment all members must be properly accounted for. In-processing is the completion of all required medical evaluations, line of duty determinations, recertification of pay and final travel voucher turn-in, award and decorations updates, DD Form 214 application, reenlistment if necessary and in the case of hard-ships, retention on active duty.

2.2. Special Pass – Approval may be delegated to a level no lower than squadron section commander, deputies, or equivalents. Refer to AFI 36-3003 for restrictions. Commanders may further restrict leave and passes as necessary to meet mission requirements.

2.3. Downtime – Once re-deployed to home station/deactivation location, Air Reserve Command Airmen may be accorded downtime. While the purpose of downtime is allow Airmen to become reacquainted with their families, there are legal issues such as Line of Duty, medical treatment and duty status that necessarily restrict the boundaries of this program for some members. Downtime has been incorrectly characterized as “free gratis” or non-chargeable leave time away from duty. However, it is not a category of leave recognized in statute. While it is true members must be present for duty, on leave, on temporary duty (TDY), on a “special pass”, or AWOL; it is permissible to allow members otherwise present for duty time to take care of family and personal matters after a deployment. However, if they are not present for duty, they must be on leave or “special pass.” They may also be required to perform other duties as assigned by the unit commander. Post deployment downtime is a commander’s program designed to help maintain quality of life and retain valued Air Force members to keep our military strong and ready.

2.3.1. Downtime applies to all deployed personnel in support of a contingency Continental United States and Outside of the Continental United States (CONUS and OCONUS). Members must have been deployed away from their home station. **NOTE:** Downtime does not apply to TDYs (Unit Tasking).

2.3.2. Personnel are eligible for downtime once they in-process at their home station after a deployment. Members who are ordered to active duty voluntarily or involuntarily under Title 10 USC 12301(d) or 12302, and are deployed away from home station in support of a named contingency or Air & Space Expeditionary Force (AEF) are eligible for downtime.

2.3.3. Downtime is to be completed prior to the member's final out-processing for release from active duty.

2.3.4. For the purpose of downtime, all downtime will begin and end in the local area. All downtime will be taken within the established commuting area of 50 miles or one (1) hour. Downtime will be taken at the member's home station upon their return from deployment, not at an interim duty location. Personnel whose official residence is outside the commuting area are prohibited from taking downtime at their residence. For these personnel, downtime must be taken within the local commuting area only. Personnel who reside outside the local commuting area must be in an official leave or "special pass" status to travel to their residence.

2.3.4.1. Members who conduct downtime outside this specified area must take chargeable leave. All rules for chargeable leave apply.

2.3.5. Air Mobility Command (AMC) gained personnel who serve on active duty, voluntarily or involuntarily under Title 10 USC 12301(d) or 12302, and are deployed away from home station in support of a named contingency or AEF deployment will be afforded:

2.3.5.1. **42 - 89 day deployment = 7 days Downtime maximum**

2.3.5.2. **90 days and over = 14 days Downtime maximum**

2.4. Post Deployment Mobilization Respite Absence (PDMRA) – Paid military time that applies to involuntarily mobilized members only. It is normally viewed as "free gratis" time away from duty (non-chargeable leave). All PDMRA must be used after terminal leave and prior to the member returning to employment.

ALLAN L. SWARTZMILLER, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

AFI 10-403, *Deployment Planning and Execution*, 13 Jan 2008
AFH 10-416, *Personnel Readiness and Mobilization*, 22 Dec 1994
AMCI10-403, *Air Mobility Command (AMC) Force Deployment*, 22 Feb 2007
AFI 10-402V1, *Mobilization Planning and Personnel Readiness*, 09 Aug 2007
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 36-3003, *Military Leave Program*, 26 Oct 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
DD Form 214, *Certificate of Release or Discharge from Active Duty*
AF IMT 3902, *Application and Approval for Off-Duty Employment*

Abbreviations and Acronyms

AEF—Air & Space Expeditionary Force
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management
AMC—Air Mobility Command
AW—Airlift Wing
BOG—Boots Off Ground
CONUS—Continental United States
CSS—Commanders Support Staff
IPR—Individual Personnel Readiness
OCONUS—Outside the Continental United States
OPR—Office of Primary Responsibility
OPS TEMPO—Operations Tempo
PDMRA—Post Deployment Mobilization Respite Absence
TDY—Temporary Duty

Attachment 2**ANNEX A**

The following information needs to be included in the Force Support Squadron's, Processing Off Of Orders Checklist.

Return to local area date:_____

In-processing:

Start date_____ End date_____(first duty day after return to local area)

Special Pass Authorized: Yes or No

Start Date_____ End Date_____

Downtime:

of Days Deployed_____ entitles member to a maximum of _____days downtime.

Start date_____End date_____(1 day after in-processing)

Terminal Leave:

Total # of leave day's earned_____Start date_____

End Date_____(Voluntary demobilization date)

Post deployment Mobilization Respite Absence (PDMRA) (starts one day after leave):

Total #of leave days earned:_____

Start date_____ End date_____(Involuntary demobilization date)

Attachment 3
SPECIAL PASS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND



20 Oct 11

MEMORANDUM FOR TSGT WILLIAM HEBB

FROM: 30 APS/CC

SUBJECT: Special Pass – 20 Oct 11

1. In accordance with AFI 36-3003 and the 914 AWI 36-403, you are granted a 3 day special pass (7 days downtime 42-89 day deployment BOG) or 4 day special pass (14 days downtime 90 days or more deployment Boots Off Ground (BOG)). You have provided the following information concerning your travel and understand this information pertains specifically to this Special Pass.

Rank/Name: TSgt William Hebb

Unit: 30 APS

Destination: location(s) you will be going to while on your special pass

Mode(s) of Transportation: choose one: airplane, bus, POV, train, other list: _____

Lodging Location(s): if applicable

Contact Number: (cell a **must**)

Emergency Contact Info: Name: _____ Cell/Home ph # _____

Estimated Departure Time/Date: 0700, 23 Oct 11

Estimated Return Time/Date: 1900/25 Oct 11

2. If any destination information or significant return time changes occur, you must report these changes to your unit orderly room/CSS as soon as possible.

3. Airmen must be physically present in the local area when departing and returning from leave. If you wish to leave the local area during the pass period and not return prior to the beginning of the leave period, then the entire leave and pass period will be charged as leave.

4. Members may be required to return to duty within a reasonable time in the event of an operational mission requirement such as a recall, unit alert or unit emergency.
5. A pass may not be used in combination with holidays or other off-duty periods if that combination extends the absence from duty beyond four days.
6. If a member goes on a special pass, they are not entitled to any transportation allowances (mileage or airfare) even though they are still on orders. A special pass 'allows' a member to go home (or wherever), but the member is not being 'ordered' to do so.

VALERIE J. BELL, Capt, USAFR
Commander, 30 APS

1st Ind, Unit/CSS

1. CSS received memorandum from the member and file it IAW file plan.

MARY P. MILLER, TSgt, USAFR